



OFFICE OF LAND QUALITY HAZARDOUS WASTE HANDLER IDENTIFICATION INSTRUCTIONS

The Handler ID form displays the information currently contained in the OLQ records for a hazardous waste handler. This information was obtained from the Notification of Regulated Waste Activity form (8700-12) submitted to obtain an ID number, or from other documentation received by OLQ. Blank lines are provided to make any needed corrections.

This form is distributed by OLQ with the Hazardous Waste Annual Manifest Report and the Hazardous Waste Biennial Report. It may also be used to make changes to handler identification information at any time during the year.

WHEN TO USE THE HANDLER ID FORM

- ◆ When the mailing address for your installation changes
- ◆ When the ownership of your installation changes
- ◆ When the contact person for your installation changes
- ◆ When the type of regulated waste activity your installation conducts changes.

INITIAL NOTIFICATIONS

If you do not already have a RCRA hazardous waste identification number and need to apply for one, you should obtain a copy of the U.S. EPA Notification of Regulated Waste Activity form (form 8700-12). This form is available on the OLQ website: www.in.gov/idem/land; Data Sources; Hazardous Waste, How to Obtain a RCRA ID Number. You may also contact Marilyn Hansen at 317-232-7956; mjhansen@dem.state.in.us to request a paper copy of the form 8700-12 and instructions.

CHANGE OF LOCATION

The RCRA ID number is site specific. If your company has moved you can no longer use your old ID number. A new ID number is required for the new location. You must apply for the new number using the EPA Notification of Regulated Waste Activity form (form 8700-12). This form is available at www.in.gov/idem/land; Data Sources; Hazardous Waste, How to Obtain a RCRA ID Number. We will send your new number within 10 working days after receipt of the Notification form.

CHANGE OF OWNERSHIP

If there is a change in the owner of the installation you may use either the EPA Notification of Regulated Waste Activity form (form 8700-12) or the HID form to notify OLQ.

OTHER CHANGES

For other types of changes you may use the Handler ID form, the 8700-12 form , or you may send us a letter.

REFERENCE DOCUMENTS

All reference documents mentioned in these instructions can be found at www.in.gov/ide/land ; Data Sources; Hazardous Waste, How to Obtain a RCRA ID Number. If you do not have access to the internet call Marilyn Hansen at 317-232-7956 to request printouts of needed information.

QUESTIONS

Marilyn Hansen	317-232-7956	mjhansen@dem.state.in.us
Jenny Ranck Dooley	317-232-8925	jrdooley@dem.state.in.us
Michelle Weddle	317-233-4624	mweddle@dem.state.in.us

WHERE TO SEND THE FORM

Facilities Data Analysis Section
Office of Land Quality
Indiana Department of Environmental Management
100 North Senate Avenue
P.O. Box 6015
Indianapolis, Indiana 46206-6015 (46204 for overnight)

REGULATORY CITATIONS

- ♦ Federal hazardous waste regulations can be found on line at www.epa.gov; Laws, Regulations, & Dockets; Code of Federal Regulations; CFR Title 40 Protection of Environment; Chapter 1- Environmental Protection Agency; Subchapter I-Solid Wastes
- ♦ State hazardous waste regulations can be found on-line at www.in.gov/ide/land; Rules and Laws; Indiana Administrative Code; Article 3.1 Hazardous Waste Management Permit Program and Related Waste Management

PAGE 1 - IDENTIFICATION INFORMATION

COUNTY The county in which the facility is physically located.

RCRA ID NUMBER: The number assigned to a location to conduct hazardous waste activity.

NAME: This is the name of the installation. If the name has changed, write the new name in the blanks. Do not mark out the printed name. If the name change is due to a change in ownership, be sure to fill in the new owner information in the spaces provided. The RCRA ID number will be transferred to the new owner after we receive this form.

LOCATION ADDRESS

This is the address of the physical location of the site where the hazardous waste is being generated or managed. If this has changed due to an address change by the post office, please mark the appropriate blank.

WARNING! *The RCRA ID number is site specific. If your company has moved you may no longer use your old ID number.* A new ID number is required for the new location. We will send your new number within 10 working days after receipt of this form.

MAILING ADDRESS The address to which correspondence should be sent.

CONTACT The person who should be contacted regarding hazardous waste activities at this location.

OWNER

The name and address of the location's legal owner. If the land owner is different from the business owner, please make a note of this in the comment section on page 2. If there has been a change in ownership, this ID number will be registered with the new owner. The ID number will remain the same for this location. Please fill in the date the ownership changed. Confirmation of the change will be sent to the new owner.

LAND TYPE / OWNER TYPE

Using the codes listed, indicate the code which best describes the current legal status of the land on which the installation is located and the legal status of the current owner of the installation.

P = Private
M = Municipal

D = District
C = County

S = State
F = Federal

I = Indian
O = Other

CONTACT FOR QUESTIONS ON ANNUAL/BIENNIAL REPORT

If this form is being submitted with an annual or biennial report, use this space to record the name, title and phone number of the person who should be contacted regarding questions on the report. If this contact is the same as the facility contact, this can be left blank.

CERTIFICATION: The owner, operator, or an authorized representative of the installation must sign and date this form.

PAGE 2 - HAZARDOUS WASTE ACTIVITY**GENERATOR**

OLQ RECORDS This block shows the generator status currently listed in OLQ's records for this location.

Status in 2003 Mark the category that best describes the current generator status of the installation.

Non-handler / Out of business

If you mark either of these categories, we will deactivate your ID number. You may not use the number for manifesting hazardous waste again until you have sent an EPA form 8700-12, "Notification of Regulated Waste Activity" or a Handler ID form to IDEM and have received confirmation that your number has been reactivated.

Status in 2002 Mark the category that describes the generator status of the installation during 2002. If the installation operated as an LQG in ANY ONE MONTH, it is considered an LQG for the entire year for reporting and fee purposes. If it operated as an SQG in ANY ONE MONTH (and was not an LQG in any one month), it is considered an SQG for the entire year for reporting purposes

- ♦ Generator regulations: Federal - 40 CFR 262 State - 329 IAC 3.1 rule 7
- ♦ A summary of Hazardous Waste Handler Definitions can be found at www.in.gov/idem/land; Data Sources; Hazardous Waste, How to Obtain a RCRA ID Number.

TREATMENT, STORAGE, DISPOSAL FACILITY

OLQ RECORDS A "Yes" means your facility is listed as a treatment, storage, or disposal facility with interim status or a permit. It includes handlers who are inactive, but who have not yet completed RCRA closure. If you are an inactive TSD undergoing a RCRA closure you will remain in our records as a TSD until you complete closure.

Status in 2002/2003 If you conduct treatment, storage, or disposal activities check "active TSD". If you have ceased TSD operations and are undergoing a RCRA closure check "Inactive TSD". If you have completed a RCRA closure and have received a certification letter from the Office of Land Quality Permit Section check "completed RCRA closure". If you have closed any units in place and are conducting post closure monitoring, check "post closure activities".

- ♦ TSD regulations: Federal - 40 CFR 264, 265, 266 State - 329 IAC 3.1 rules 9, 10, and 11

TRANSPORTER

This category indicates that your company transports hazardous waste, **not** that you hire someone to transport your waste. An S indicates that you transport waste for you own company only. A C means you transport commercially for other companies. An X means you are a transporter, but have not indicated whether you transport for hire.

- ♦ Transporter regulations: Federal - 40 CFR 263 State - 329 IAC 3.1 Rule 8

EXEMPT BOILER and/or INDUSTRIAL FURNACE

If you burn hazardous waste in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR 266.100(c), or to recover economically significant amounts of precious metals as described in 40 CFR 266.100(f), mark an X in the box to indicate that you qualify for the smelting, melting and refining furnace exemption.

If you burn small quantities of hazardous waste in a on-site boiler or industrial furnace in accordance with the conditions in 40 CFR 266.108, place a X in the box to indicate that you qualify for the Small Quantity On-Site Burner Exemption.

- ♦ Boiler/Furnace regulations: Federal - 40CFR 266 State - 329 IAC 3.1 Rule 11

UNITED STATE IMPORTER OF HAZARDOUS WASTE

Place an X on the line if you import hazardous waste from a foreign country into the United States. Refer to 40 CFR 262.60 for additional information.

MIXED WASTE GENERATOR

Place an X on the line if you are a generator of mixed waste, i.e. waste that is both hazardous and radioactive. RCRA defines "mixed waste" as waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA), RCRA section 1004(41), 42 U.S.C. 6903 (63 FR 17414; April 9, 1998).

USED OIL This section lists the type of Used Oil management activities listed in our records for your facility. If you are just a generator of used oil this section does not apply to you.

- ♦ Used Oil Regulations: Federal regulations - 40 CFR 279 State regulations-329 IAC Rule 13
- ♦ Used Oil Guidance can be found at www.in.gov/ide/land; Data Sources, Hazardous Waste, How to Obtain a RCRA ID Number.

TRANSFER FACILITY This section indicates the type of transfer facility activity conducted at your facility.

- ♦ Transfer facility regulations: State regulations - 329 IAC 3.1 Rule 8
- ♦ Transfer facility Guidance can be found at www.in.gov/ide/land; Data sources; Hazardous Waste; How to Obtain a RCRA ID Number.

UNIVERSAL WASTE This section lists the Universal Waste activities of your facility.

- ♦ Universal Waste regulations: Federal - 40 CFR 273 State - 329 IAC 3.1 Rule 16
- ♦ Universal Waste Guidance can be found at www.in.gov/ide/land; Data sources; Hazardous Waste; How to Obtain a RCRA ID Number.

HW CODES These codes describe the type of waste you generate. They can be found in Box I on the Uniform Hazardous Waste Manifest.

- ♦ Regulatory definitions: Federal - 40 CFR 261 State - 329 IAC 3.1 Rule 6
- ♦ A list of Hazardous Waste Codes can be found at www.in.gov/ide/land; Data Sources; Hazardous Waste, How to Obtain a RCRA ID Number

NAICS CODES The North American Industrial Classification System code describes the principal product produced or distributed by your company or the type of services rendered. Go to www.naics.com to find a code for your facility.

COMMENTS List any additional comments you have regarding this form.